

Get Ready, Get Set, Go!

Learn the Basics of the
School Meals Program
"Manager Training 101"



Nebraska Department of Education
Nutrition Services

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Welcome!!



USDA provides federal dollars for
meals served in schools



NE Dept of Education - Nutrition Services
distributes these dollars



School Districts are required to meet federal
guidelines to receive these dollars

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Areas we will target:



- Part 1: Meal Pattern Requirements
 - Offer Versus Serve
 - Point of Service (POS) Meal Counts
- Part 2: Standardized Recipes
 - Production Records
 - Other Topics
- Part 3: Commodities

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School Meals Initiative (SMI)

Introduced by USDA in 1996 -
emphasized school meals must meet
established Nutrient Standards

Breakfast $\frac{1}{4}$ Recommended Dietary
Allowances (RDA)

Lunch $\frac{1}{3}$ RDA



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Menu Planning Options:

1. Traditional Food Based
2. Enhanced Food Based
3. Nutrient Standard
4. Assisted Nutrient Standard



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Enhanced and Traditional Food Based Menu Planning

- Requires serving foods from
different food groups
called "components."
- Requires serving sizes based on grade groups.
- Must meet required nutrient standards.



pages 2 and 3

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Nutrient Standard
Menu Planning and
Assisted Nutrient Standard

- Menus are analyzed and must meet nutrient standards prior to service using a USDA approved software program.
- No required food components or serving sizes.

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[illegible]

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Focus for Today



Enhanced Food Based Menu Planning

used by the majority of schools in NE

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Four Food Components

Meal pattern for breakfast and lunch is based on offering required components:

- Milk
- Fruits/Vegetables
- Grains/Breads
- Meat/Meat Alternate



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Required Serving Sizes by Grade Group for Breakfast:

Grades K-12

Grades 7-12 (optional)



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Breakfast Program



Minimum Requirements:

- 1) 1 cup fluid milk
- 2) ½ cup fruit or vegetable or 100% juice
and a choice of one of the following:
- 3) & 4) Two servings of Meat/Meat Alternate
OR Two servings of Grains/Breads
OR One serving of Grains/Breads and
One serving of Meat/Meat
Alternate

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Required Serving Sizes differ by Grade Groups for Lunch:

Grades K-6

Grades 7-12

Grades K-3 (optional)



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Milk



Minimum daily requirement:
8 fl oz for all grades

- Must be fluid milk
- Must be served as a beverage
- Offer a variety of milk choices –
at least two different fat contents

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Meat/Meat Alternate



Minimum Daily requirement:
1 oz cooked

Minimum Weekly requirement:
average 2 oz cooked/day

Grade K-6 = 10 oz cooked/5 day week
Grade 7-12 = 10 oz cooked/5 day week
Grade K-3 (optional) = Average 1 ½ oz/day, or
7 ½ oz/5 day week

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Creditable Meat/Meat Alternates:

1. Cheese: 1 oz = 1 oz
2. Dried Beans/Peas: ¼ cup = 1 oz
3. Cottage Cheese: ¼ cup = 1 oz
4. Eggs: 1 large = 2 oz
5. Peanut Butter: 2 Tbls = 1 oz
6. Yogurt: 4 fl oz = ½ cup
or = 1 oz

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Non-Creditable Meat/Meat Alternates:

1. Bacon
2. Commercial or non-commodity
cheese sauce
3. Canned chicken noodle soup

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If choices are offered: count the choice with the most ounces

- Cheeseburger/Bun 2 ½ oz
- Peanut Butter/Jelly Sandwich 1 oz
- Fruited Yogurt - 8 fl oz container 2 oz

Choice to count this day would be the...
Cheeseburger/Bun

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Fruits/Vegetables

Minimum Daily Requirements:
Offer two or more different fruits
and/or vegetables

- Grades K-6 = $\frac{3}{4}$ cup daily plus
extra $\frac{1}{2}$ cup weekly
- Grades 7-12 = 1 cup daily
- Grades K-3 opt. = $\frac{3}{4}$ cup daily

Minimum serving size to count is $\frac{1}{8}$ cup

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Fruits/Vegetables

Not creditable:

1. Potato chips
2. Commercial spaghetti sauce/salsa



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Grains/Breads



- Minimum of one Grains/Breads serving per day
- Weekly Requirements:
Grades K-6 - 12 servings
Grades 7-12 - 15 servings
Grades K-3 - 10 servings
- USDA encourages the use of whole grains

*Dessert Items can count for up to
one Grains/Breads serving per day*

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Creditable and Non-Creditable Foods

CREDITABLE AND NON-CREDITABLE FOODS (Enhanced and Traditional Food-Based Meal Patterns)	
When creating menus, be sure that the foods listed in the meal pattern counts meet the creditable. When the foods listed do not count toward meeting the meal pattern requirements, they will be served in addition to the required components of the meal plan. These foods should be excluded from daily production records if they are served.	
Commercially Prepared: Entrees and Sauces These foods do not count toward the meal pattern unless you have a Certificate of Product Labeling from the USDA. • Canned, Pounded or Frozen Chicken • Sausage • Canned Beans • Frozen Entrees (Vegetable, Ground Beef, etc.) • Frozen Pizza • Pappardelle *non-creditable items	Other Foods These foods do not count toward the meal pattern unless you have a Certificate of Product Labeling from the USDA. • Bacon • Bologna • Buns • Butter • Cakes • Cream, Fresh or Sour • Cream Cheese • Frozen Yogurt • Ham • Ice Cream • Ice Cream Cones • Jams, Jellies • Onions • Potatoes • Sausages
Canned Soups Canned soups count toward the meal plan when they are served as a main course or as a side dish. • Vegetable soup, chicken soup, etc. • Tomato soup, etc.	

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How Do Combination Items Contribute?

- Chicken Noodle Soup (homemade)
- Chef Salad
- Cheeseburger on a Bun
- Turkey and Noodles
- Broccoli and Rice Casserole
- Spaghetti and Meat Sauce
- Apple Crisp



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Lets Practice: Worksheet 1

Work in Groups



Buff handout

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Menus

- Must contain all 4 components
- Look for 5 items
- These include:
 - Meat/Meat Alternate
 - Fruit and/or Vegetable
(a minimum of 2 different)
 - Grains/Breads
 - Milk



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Menu #1

Lasagna
Green Beans
Italian Bread
Pears
Milk



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Menu #2



Hamburger
Homemade Bun
Mixed Fruit
Oatmeal Raisin Cookie
Milk

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Menu #3

Deli Ham on a Bun
Green Bean Casserole
Sliced Peaches
Chocolate Chip Cookie
Milk



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Menu #4

Spaghetti and Meat Sauce
Tossed Salad w/Dressing
Garlic Bread
Fresh Apple
Milk



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Menu #5



Grilled Chicken Breast
Baked Potato Half
Carrot Sticks
Watermelon Wedge
Milk

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Using the Grains/Breads Chart

Hamburger Bun



A package weighs 1 lb 2 oz
and contains 12 buns

One bun would count as
 ? Grains/Breads

Two ways to calculate how much the bun weighs:
Use a Scale or Division

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Hamburger Bun Example:

1. Convert weight of package to ounces
 $1 \text{ lb } 2 \text{ oz} = 18 \text{ oz}$
2. Total weight of the pkg. in ounces
divided by number of servings
 $18 \text{ oz} \div 12 = 1.5 \text{ oz per bun}$
3. Find correct group from Grains/Breads
List Group B

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Hamburger Bun Example:

4. Weight of one serving divided by the
weight of one grains/breads serving in
Group B
 $1.5 \text{ oz bun} \div \text{by } .9 \text{ oz} = 1.67$
grains/breads servings/bun
5. Round down to the nearest quarter
serving
 $= 1.5 \text{ grains/breads servings/bun}$

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Frosted Wild Berry Toaster Pastries



- Each box is 11 oz with 6 per box
- Each individual pastry weighs 1.83 oz
- The Grains/Bread Group is E
 $1.83 \text{ oz} \div 2.2 \text{ oz} =$
.83 grains/breads serving
Round down to closest $\frac{1}{4}$ serving
.75 or $\frac{3}{4}$ grains/breads serving

Ivory handout

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Old El Paso Taco Shells



- Each box is 4.5 oz with 12 per container
- Each taco shell is .375 oz
- The Grains/Bread Group is B
 $.375 \div .9 = .42$ grains/breads serving
Round down to closest $\frac{1}{4}$ serving
.25 or $\frac{1}{4}$ grains/breads serving
2 taco shells would = .84 grains/breads serving
Round down to .75 or $\frac{3}{4}$ grains/breads serving

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Mission Flour Tortilla



- Each package is 17.5 oz with 10 per package
- Each tortilla is 1.75 oz
- The Grains/Breads Group is B
 $1.75 \div .9 = 1.94$ grain/bread servings
Round down to the closest $\frac{1}{4}$ serving
1.75 or $1 \frac{3}{4}$ grains/breads servings

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Calculating Grains for Rice and Pasta Dishes



Look at the Lasagna - Example #2

Recipe calls for 2 lbs 4 oz for 60 – 6 oz servings

One serving would count as
? Grains/Breads

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Calculating Grains for Rice and Pasta Dishes



1. Convert dry weight to oz
 $2 \text{ lb } 4 \text{ oz} = 36 \text{ oz}$
2. Divide total ounces by number of servings
 $36 \text{ oz} \div 60 \text{ servings} = .6 \text{ oz dry pasta/serving}$

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Calculating Grains for Rice and Pasta Dishes



3. Divide oz of dry pasta by .9 oz
(weight equivalent to 1 Grains/Breads serving)
 $.6 \text{ oz} \div .9 \text{ oz} = .67 \text{ Grains/Breads}$
4. Round down to the nearest $\frac{1}{4}$ serving
6 oz serving provides
.5 or $\frac{1}{2}$ Grains/Breads serving

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“Custom” Chart for G/B

“Custom” Meal Pattern Contribution Chart for:
(Make copies and sort by entrees, breads and desserts)

Menu Item	Recipe Number or Brand	Portion Size (oz, 101 food 240, 240, 40)	Weight (ounces or grams)	Meal Pattern Contribution		
				# Servings Grains/Breads	Cups Fruit/Veg	Ounces Meat/28
Basic Breads						
Dinner Roll	S.P.	1.5 ea 7-12 2 ea	1.5 oz	1.5		
Flour Tortilla	Mission	1 ea	1 oz	1		
Hamburger Bun	S.P.	1.5 ea 7-12 1 ea	2 oz 2.5 oz 5 oz	2 2.5		
Hot Dog Bun	Old Name	1 each	1.5 oz	1.5		

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Offer Versus Serve

Serving option to “fight plate waste”

Goals:

1. Minimize plate waste
2. Improve student satisfaction



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Offer Versus Serve Basics

1. All required food items must be offered.
2. A reimbursable meal must contain at least three different components in the minimum planned quantity.

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Offer Versus Serve Basics

3. The meal must be priced as a unit.
4. Students have the option of which items to decline.
5. Cashier must be able to recognize a reimbursable meal.

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Offer Versus Serve Basics

6. If student does not have 3 different food components, ask student to select another. If student refuses, meal can not be claimed.
7. OVS is mandatory for high school students at lunch; optional for other grades.

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Offer Versus Serve Basics

8. OVS is optional at breakfast.
9. Students may decline up to two food components at lunch
10. Students may decline one component at breakfast



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Point of Service (POS)

Defined as

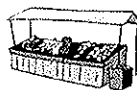
"That point in the food service operation when a determination can accurately be made that a reimbursable free, reduced price or paid breakfast/lunch has been served to an eligible child."

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Point of Service (POS)

- Considered the end of the serving line or that place at which all food items have been offered.
- This includes the end of all salad and/or food bars.



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Lets Practice: Worksheet 3

Offer Versus Serve



Buff handout

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Two-Week Menu Planning Calendar

[illegible]

Forms packet

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Two-Week Menu Planning Calendar

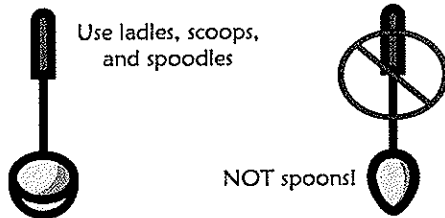
Example

[illegible]

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Portion Control:
Use the correct serving utensils!



Yellow handout

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Part 2

Recipes, Record Keeping and Other Topics



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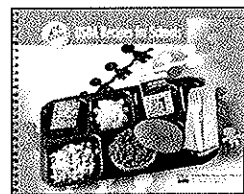
Sources of Quantity Recipes:

- School Recipes
- *Food For Fifty*
- School Nutrition Association
- USDA's Quantity Recipes



Recipe/Menu Resources – light purple handout

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USDA Recipes for School


68 page
hard-cover book
with recipe CD



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http://www.nfsml.org/Information/school_recipe_index_alpha.html



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USDA Recipes for Child Nutrition Programs

Alphabetical by Recipe Name

Three updated recipes from the 1998 *Quarterly Recipes for School Food Service* and the 1999 *Tool Kit for Healthy School Meals* reflect the changes made in the revised edition of the *Food Buying Guide for Child Nutrition Programs*. Revised recipes have been standardized, edited for consistency, and updated with Critical Control Point (CCP) information from the 2003 *Food Code* supplement. At present, the recipes are available only on the Web. Form NFSML, Healthy School Meals Resource System, and Team Nutrition. The recipes are scheduled for distribution to School Food Authorities on CD-ROM during Summer 2006 by USDA/FNS.

In March 2006, significant changes were made to the following recipes:

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[illegible]

HACCP

Hazard Analysis and Critical Control Point

Food Safety System

- Required beginning July 1, 2006
- All schools must comply with a HACCP food safety program.
- All schools must have at least two food safety inspections per year.




The illustration shows a document titled 'HACCP' (Hazard Analysis and Critical Control Point) plan. The document is tilted and contains text that is partially legible, including 'Hazard Analysis and Critical Control Point', 'Food Safety System', and 'July 1, 2006'.

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What HACCP Records Need to be in Place?

- Temperature Logs completed daily
- Food Safety Checklists completed weekly
- Production Records
- Delivery Ticket (if applicable)
- District's HACCP Plan



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HACCP Information, continued


- The annual “Mailing to Managers” will contain all HACCP forms.
- All HACCP forms can be found on the Nutrition Services website.
- A HACCP training packet is available for new managers.

Example of a Quantity Recipe

Lasagna with Ground Beef				
Metric - grams, cups, Standard			US - Ounces	
	g	oz	g	oz
Quantity of recipe to make	11.6kg		410.0oz	
				1. Base portion of 200 grams (making 18 portions per unit, 100g = 3.5 oz)
Tomato sauce	15	1/2	8.5	3/4
Cheese	24	3/4	25	1 1/4
Lasagna noodles	624	22.0oz	180.5oz	12.5 x 14oz
Ground beef		1.7oz		1.6oz
Lasagna sauce mix		1.0g		1.3oz
				1. Recipe needs adjustments based on size of portions and 18 portions per unit, 100g = 3.5 oz
Cost/plate		1.15		1.50

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Why do we need Standardized Recipes?

- Quality Control
 - Portion Control
 - Cost Control
 - Inventory Control
 - Time Saving
 - Nutrient Standard Compliance
- 



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Standardized Recipe Information

Information Standardized Recipes Must Include

- **Notes of Receipt:** The same 30 days of receipt. Receipt numbers are essential. They are useful for going back to the source. The source of the receipt is either an individual or organization.
- **Number of Savings:** Note the number of savings that the receipt allows. Receipts can be written for a quantity of "one" as well as a standard, fixed value.
- **Ingredients:** List of the ingredients used in the receipt. Amount, volume or specific can be noted.
- **Directions for Preparation:** List of the directions to follow. Phosphate equipment needed, pH, time, amount of product per can, how to open, how to use, etc.
- **Serving Size:** Amounts listed on the label, by grade group if appropriate. This should be in weight or volume using the same units as the value. It may also be "one can" or "one piece".
- **Storage:** Give the label weight, volume, or number of servings.
- **Serving Utensil:** Specify the utensil used in the serving size, for each grade group if appropriate.
- **Meal Pattern Connection:** Record the connection to the meal patterns based on the required or recommended type of macronutrient, amount, number of servings of grain/protein, etc. (or components). Record the observations on the back of the receipt for reference.
- **Serving Suggestions:** Optional information for variations, comments, etc.
- **Critical Control Points:** Time, temperature, how to cook and store are important food safety points.

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Standardized Recipe Information

EXAMPLE: Case 1984-1985: 5500-0200 Page Number: 60568

	(1) Jan 50 Savings		(2) Jan 50 LOST		(3) Interest
	Weight	Balance	Weight	Balance	
1. <u>Deposits</u>					
<u>Chase Bank (PPS)</u>	1.8		14.8		<u>Chase Bank of Public Corp.</u>
<u>Union Savings</u>	1.0		2.0		<u>Union Savings</u>
<u>Cash</u>		1.7500		2.7500	<u>Atlantic National</u>
<u>Cash</u>		2.1000		2.7500	<u>Bank of America</u>
<u>Cash</u>		3.7500		3.7500	<u>Bank of England</u>
<u>Foreign</u>		1.7500		1.7500	<u>Bank of India</u>
<u>Other</u>		1.7500		1.7500	<u>Bank of Japan</u>
<u>Other</u>		1.7500		1.7500	<u>Bank of Korea</u>
<u>Other</u>		1.7500		1.7500	<u>Bank of Mexico</u>
<u>Other</u>		1.7500		1.7500	<u>Bank of New York</u>
<u>Other</u>		1.7500		1.7500	<u>Bank of Paris</u>
<u>Other</u>		1.7500		1.7500	<u>Bank of Rome</u>
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<u>Other</u>		1.7500		1.7500	<u>Bank of Switzerland</u>
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<u>Other</u>		1.7500		1.7500	<u>Bank of the United States</u>
<u>Other</u>		1.7500		1.7500	<u>Bank of the West</u>
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<u>Other</u>		1.7500		1.7500	<u>Bank of the North</u>

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Sample Recipe Forms are included in your packet

STANDARDIZED RECEIPT FORM					
Ingredients	Est. Net Weight	Sample Weight	Est. Net Weight	Sample Weight	Directions

Forms

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Steps in Standardizing a Recipe

- All quantity recipes should be standardized for your school.
- Initially takes time and effort, but the pay off in the long run is great!

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Lets Practice: Worksheet 4

What's wrong with this recipe?



Buff handout

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Ex: Standardized Quantity Recipe

QUANTITY RECIPE

Recipe Name: Rice Nuts and Raisins Recipe No.: SC004a_Rice

STANDARDIZED RECIPE FORM

Ingredients:	For 200 Servings	For 100 Servings	Directions
	Weight	Measure	
Rice Nuts	11.0 g	1/2 c. raisins	1. Melt margarine
Margarine	12.0 g		2. Add marshmallows, melt, stir.
Margarine "C"	3.0 g		3. Add cereal. Mix well to coat all.
			4. Quickly pour into 1 prepared 10 oz. margarine lined pan.
			5. Cool.
			6. Cut into portions 50 servings (10 x 10).

Cooking Equipment: 1 10" x 10" x 2" pan 1 10" x 10" x 2" pan
 Cakes: 1 10" x 10" x 2" cake 2 10" x 10" x 2" cake
 Containers: 1 10" x 10" x 2" container 1 10" x 10" x 2" container

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Ex: Standardized Recipe for One

RECIPE FOR OME
 Recipe Name: Bacon and Cheese Sandwich Recipe No.: Superhero

STANDARDIZED RECIPE FORM

Ingredients	For 100 Servings		For 50 Servings		Directions
	Weight	Measure	Weight	Measure	
Ham, Deli	2 1/2 c				1 Spread mayonnaise on bun.
Cheese, American, sliced	1 c				2 Add ham and cheese to bun.
Mayo, Kraft	1 1/2 c				3 Wrap in foil.
					4 Place wrapped sandwiches in full lined, 4" therm table pan.
					5 Heat at 350° F in convection oven for 10 minutes.
					6 Be sure sandwich is 155° F at time of service.
					7 Discard heated leftovers.

100% OF RECIPE: 100 100% OF RECIPE: 100 100% OF RECIPE: 100 100% OF RECIPE: 100
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Commodity Items 2006-2007

Canada (for Period 2000-2001) Most Polluted Countries (List)										
(Rankings - Reported on only one occasion, except for year 2001)										
Source and Pollut	ID Number	Period Start	Weight Assigned	Most Polluted Countries				Statistical Information		
				Green House Gases	Acid Precip	Mercury	Other	Total	Median	Cut
				1st	2nd	3rd	4th			
Apple Distribution	11500	1/1/2000	3.7	1	10			10	20.0	40.0
Aluminum (Not a Country)	1000A		4.0					20	20	20
Aluminum (Not a Country)	1000B		4.0					20	20	20
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Ivory handout

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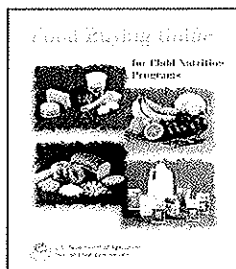
Custom Meal Pattern Contribution Chart

Menu Item	Portion Serving or Bottle	Portion Size or Weight (oz, lbs, etc)	Weight (pounds or ounces)	Meal Pattern Contribution
				# Servings Grain-Breads Cust Fru/Veg
Basic Breads				
Onion Roll	SH	4.5 lbs 7 1/2 lbs	1.00	1.5
Flour Tortilla		Mission 1 ea	1 ea	1
Hamburger Bun	SH	4.5 lbs 7 1/2 lbs	7 ea 2 1/2 ea 6 ea	2 2 1/2
Hotdog Bun	SH	1 ea	1 ea	1.5
Endress				
Garlic	SH	2.5 lbs ea 7 1/2 lbs	1 ea	2 1/2

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Important tool for developing
standardized recipes



Seven Sections

- Introduction
- Meat/Meat Alternates
- Vegetables/Fruits
- Grains/Breads
- Milk
- Other Foods
- Appendices

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Using the Short Form of the Food Buying Guide

SHORT FORM - A MEAL COMPLIANCE GUIDE					Side A
CANNED	Food As Purchased FRUITS AND VEGETABLES	Purchase Unit	Serving Per Purchase Unit	Serving Size	Comments
	FRUITS - Unseasoned All types	#10 cans	48		All varieties unseasoned
	FRUITS - Canned All types	#10 cans	34		All varieties unless noted
	JUICES - Full strength - 100% Juice	42 oz. cans	22		
	VEGETABLES - Canned All types	#10 cans	38		
	TOMATOES - In paste	#10 cans	47		whole, crushed, diced
	TOMATO PASTE	#10 cans	192		1 T. paste = 1/4 cup
	TOMATO PUREE	#10 cans	96		2 T. puree = 1/4 cup

Ivory handout

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Example: Canned Peaches, sliced, undrained

1. 300 students
2. $\frac{1}{4}$ cup each
3. Total #10 cans needed?
4. Total Number of Servings needed divided by Servings per Purchase Unit
5. $300 \div 48 = 6.25$ #10 cans of Sliced Peaches
6. Need to have 7 cans on hand to serve 300 students $\frac{1}{4}$ cup



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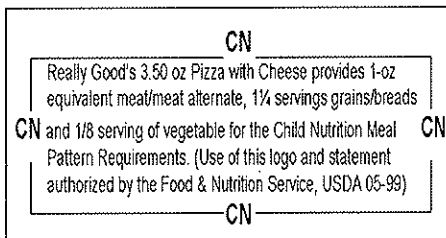
Example: Ground Beef

1. 300 students
2. 2 oz cooked meat
3. Total ounces needed? $300 \times 2 = 600$ oz
4. Total Number of Servings needed divided by Servings per Purchase Unit
5. $600 \text{ oz} \div 11.8 = 50.8$ lbs
6. Need to have 51 pounds of ground beef to serve 300 students 2 oz of cooked meat



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Child Nutrition Labels



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Product Specification Sheets

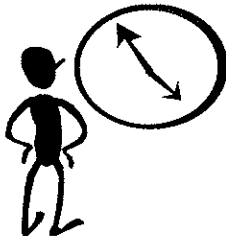


Vendors should
provide

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Break Time



83

Production Records:

- Required daily
- Document that meal pattern requirements are met
- Enough food was prepared for number of students served
- Essential for nutrient analysis
- Planning tool




Forms

84



Production Records and Delivery Tickets



- Standard Form
- Single Day
- Multi-Day
- Delivery Tickets

85

How would we record production for the following menu?

Students: 250 (K-6 = 150, 7-12 = 100)
Adults: 25

Hot Ham and Cheese Sandwich
or Chef Salad
Potato Wedges
Green Beans
Rice Krispie Bar
Milk

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Production Record

Lunch Production Record		Date: Tuesday, May 19		Year: 20XX - XX	
Planned Number of: Student Lunches: 250 Adult Lunches: 25		ENHANCED MEAL PATTERN Planned # Portions Serving Date:		Offer Version Served: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Grades: All Second #s Eat: Both Satisfies the Meal Plan: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Menu	Food Item Served	# Served K-6 150 7-12 100 Total 250	# Served for Adults (25)	# Served for Students (250)	# Served for Total (275)
Hot Ham and Cheese Sandwich	1 sandwich	150	25	175	175
Chef Salad	1 salad	10	25	35	35
Potato Wedges	1 wedge	150	25	175	175
Green Beans	1 cup	150	25	175	175
Rice Krispie Bar	1 bar	150	25	175	175
Milk	1 cup	150	25	175	175
PER STUDENT: # of Grains Served (Minimum 1 serving per day) Today: 1/2 cup 4/30 K-6: 1/2 cup 4/30 7-12: 1/2 cup 4/30 K-12 per: 1/2 cup 4/30 # of Meat/Milk Alternates Served (Minimum 1 source per day) Today: 1/2 cup 4/30 K-6: 1/2 cup 4/30 7-12: 1/2 cup 4/30 K-12 per: 1/2 cup 4/30					

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Production Record

Food Items Used and Form	Volume of Food Item(s) Used (Specify Unit and Quantity)	Volume of Food Item(s) Required to Serve Number of Servings Required	Number of Servings of Food Item(s) Served	Amount Leftover
Hot Ham and Cheese Sandwich	1 sandwich	175	175	0
Chef Salad	1 salad	35	35	0
Potato Wedges	1 wedge	175	175	0
Green Beans	1 cup	175	175	0
Rice Krispie Bar	1 bar	175	175	0
Milk	1 cup	175	175	0
Other (Specify ingredients, measurements, etc.)				

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Production Record

Food Items Used and Form	Volume of Food Item(s) Used (Specify Unit and Quantity)	Volume of Food Item(s) Required to Serve Number of Servings Required	Number of Servings of Food Item(s) Served	Amount Leftover
Hot Ham and Cheese Sandwich	1 sandwich	175	175	0
Chef Salad	1 salad	35	35	0
Potato Wedges	1 wedge	175	175	0
Green Beans	1 cup	175	175	0
Rice Krispie Bar	1 bar	175	175	0
Milk	1 cup	175	175	0
Other (Specify ingredients, measurements, etc.)				

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Create a Milk Recipe

Year: _____

Kind	Day 1 or Invoice 1	Day 2 or Invoice 2	Day 3 or Invoice 3	Day 4 or Invoice 4	Day 5 or Invoice 5	Total	Percentage %
1% white	15	13	11	16	12	67	67 ÷ 689 = 10%
skim white	5	5	4	6	8	28	28 ÷ 689 = 4%
skim choc	111	121	113	133	115	594	594 ÷ 689 = 86%
Grand Total of Milk Sold or Purchased						689	100%

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Ex: Master Production Record

[illegible]

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Ex: Master Production Record

Food Item Used and Form	Ingredient Source (Specify if Available, Estimated, or Cookbook)	Food weight (Pounds and Ounces) (Specify if Estimated)	Number Servings (or Cups) (Specify Size)	See Page Number
Vegetable (Potatoes)				
Meat (Ground Beef)				
Sauces	See Menu Day Listings			
Dairy (Milk)				
Starch (White Rice)		126		
Condiments (Ketchup)	Admix	126		
Other (Eggs)	Education	126		
Other (Soybeans)				
Spices	Admix			
Food Service Staff				
Actual Cost of Foods Served				

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Single-Day Food Bar

WS 10001

Single-Day Food Bar Production Record **SCHOOL: MY SCHOOL**

The producers need a design for this table that lists food items or courses such as a salad bar, vegetable bar, etc. If possible, make the table work in the room you actually use for serving the food bar for the test.

Date: May 3 Year: 2017-18 Planned Participation: E + 20, H + 70, A + 5

E (K-6) H (7-12) A (adul)

Food Item (s) and/or Form	Cooking (est.) Time *	School Recipe (SR) or Product Brand/Number or Contradictory (C)	Total Amount Prepared Record Number of Servings or Loads	Amount Leftover
Potatoes, french-fry			_____ lbs	
Cheese Sauce		SR	_____ gal	
Turkey Ham, C		C	_____ lbs	
Crisp		USDA D-24	_____ gal	
Soft Creamed Rice			_____ lbs	
Margarine, each of			_____ lbs	

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Multi-Day Salad Bar

[illegible]

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Multi-Day Condiment Bar

[illegible]

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Lets Practice: Worksheet 5

Completing a production record



Buff handout

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Completing a Production Record

Lunch Production Record
 School: Parkhurst Date: May 18 Year: 2005-06
 Attachment K-2, 2005-07

Menu	Cooking Time	ENHANCED MEAL PATTERN Planned # Portions/Serving Size			Other Values Serve Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Grades: All Grades
		# Planned for K-5 210	# Planned for 6-12 100	# Planned for Total 310	
1. Spaghetti with Meat Sauce	185 - 1/2 c	85 - 1 c	85 - 1 c	85 - 1 c	PER STUDENT # of Grains/Bread Servings (Minimum of 1 serving per day) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> # of Meat/Meat Alternates (Minimum of 1 serving per day) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> # of Vegetables (Minimum of 1 serving per day) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> # of Fruits (Minimum of 1 serving per day) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> # of Dairy (Minimum of 1 serving per day) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Chef Salad	5 - 1 each	5 - 1 each	5 - 1 each	5 - 1 each	
3. Cold Sandwich	10 - 1 each	10 - 1 each	10 - 1 each	10 - 1 each	
Green Beans	1/2 c	4 each	4 each	4 each	
Orange quarters	2 each	2 each	2 each	2 each	
Garlic Breadsticks	1 each	1 each	1 each	1 each	
Oatmeal Cookie	1 each	1 each	1 each	1 each	
Milk	8 fl oz	8 fl oz	8 fl oz	8 fl oz	

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Completing a Production Record

Food Item Used and Form	Supplier or School Recipe (15% or more of strength) or Community (2)	Total Amount Prepared Planned Number of Servings or Portions	Number of Portions Served Actual Number Served	Amount Leftover
Meat/Meat Alternates Spaghetti/Meat Sauce (ground beef & ground turkey)	USDA: 0-15 SR/15 SR	400 servings 35 lbs. of each 10: 2/8 20: 8/10	10 servings	Sauce - 2 gals Pasta - 4 lbs
Chef Salad				
Ham and Cheese Sandwich				
Green Beans		11 # 10 cans		
Oranges, # 113		55 lbs		
Garlic Breadsticks	Rich's	450 - 1 oz	50	25
Oatmeal Cookie	SR	400 - 1/2 oz	35	45
Milk	Robert's	75 % 25 %		
Skim Chocolate				
1% White				
Margarine (margarine, confectionary)	Sysco Classic	1 lb 1 1/2 lbs 2 1/2 lbs		
Garlic Powder				
Parmesan Cheese				

Students: 305 + Adults: 25 + Food Service Staff: 5 = 335 Actual Count of Meals Served
 Nebraska Department of Education 2005

Completing a Production Record

Lunch Production Record
 School: Parkhurst Date: May 18 Year: 2005-06
 Attachment K-2, 2005-07

Menu	Cooking Time	ENHANCED MEAL PATTERN Planned # Portions/Serving Size			Other Values Serve Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Grades: All Grades
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Milk	8 fl oz	8 fl oz	8 fl oz	8 fl oz	

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Delivery Ticket

Meal Delivery Ticket (Fill in with time and date)		Customer Name (School Name)	Delivery Date (Date)
Name of School: _____ Date: May 9, 2005 Number of Meals: 95 Hours: 6:00 - 1:00		BBO Sauce: 1/2 gallon Margarine: 2 lbs Butter: 1 lb Syrup: 1 lb Raisins: 1 lb Apples: 1 lb Bananas: 1 lb Oranges: 1 lb Lemons: 1 lb Limes: 1 lb Pineapples: 1 lb Strawberries: 1 lb Blueberries: 1 lb Raspberries: 1 lb Blackberries: 1 lb Grapes: 1 lb Peaches: 1 lb Nectarines: 1 lb Plums: 1 lb Cherries: 1 lb Applesauce: 1 lb Orange Juice: 1 lb Lemon Juice: 1 lb Lime Juice: 1 lb Pineapple Juice: 1 lb Strawberry Juice: 1 lb Blueberry Juice: 1 lb Raspberry Juice: 1 lb Blackberry Juice: 1 lb Grape Juice: 1 lb Peach Juice: 1 lb Nectarine Juice: 1 lb Plum Juice: 1 lb Cherry Juice: 1 lb	Delivery Date: May 9, 2005 Delivery Time: 6:00 - 1:00 Delivery Location: _____ Delivery Contact: _____ Delivery Phone: _____ Delivery Email: _____ Delivery Address: _____ Delivery City: _____ Delivery State: _____ Delivery Zip: _____ Delivery Country: _____ Delivery Notes: _____ Delivery Signature: _____ Delivery Title: _____ Delivery Company: _____ Delivery Website: _____ Delivery Fax: _____ Delivery FPO: _____ Delivery APO: _____ Delivery DPO: _____ Delivery MPO: _____ Delivery NPO: _____ Delivery PO: _____ Delivery SPO: _____ Delivery TPO: _____ Delivery VPO: _____ Delivery WPO: _____ Delivery XPO: _____ Delivery YPO: _____ Delivery ZPO: _____ Delivery APO: _____ Delivery FPO: _____ Delivery MPO: _____ Delivery NPO: _____ Delivery PO: _____ Delivery SPO: _____ Delivery TPO: _____ Delivery VPO: _____ Delivery WPO: _____ Delivery XPO: _____ Delivery YPO: _____ Delivery ZPO: _____

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Record Retention




Three years plus the current year for all records pertaining to the School Meals Program

Older than 2003-04 can be discarded if no audit findings or other school retention policy

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Menu Analysis and Saving Labels

- What's involved?
- Why do you need to save labels?



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Competitive Food Policy



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pages 31-32

Foods of Minimal Nutritional Value



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pages 33-35

Wellness Policy Requirement 2006-2007

“Not later than the first day of the school year beginning after June 30, 2006, each local educational agency ... shall establish a local school wellness policy.”

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School Wellness Policy Basic Components:




1. Policies targeting:
 - Nutrition education
 - Physical activity
 - Other school-based activities to promote wellness

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Resources – Blue Packet


School Wellness Policy Basic Components:



2. Guidelines for reimbursable meals
3. Nutrition guidelines for all foods at school
4. Plan for measuring implementation
5. Community involvement

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Membership in the School Nutrition Association



SNA serves the professional interests of over 55,000 child nutrition professionals.

Benefits Include:

- Membership in national and state organization
- Monthly Magazine
- Continuing Education opportunities

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Membership Form - White



<http://www.nde.state.ne.us/NS>

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School Meals 102 *planned for 2007*

- Standardizing Recipes
- Adjusting Recipe Size
- Calculating Components in Recipes
- Modifying Recipes (for sodium/fat)
- Hot Topics

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Only a Phone Call Away 800-731-2233

Refer to Green Sheet for our

Web Address
Phone number
Fax number

Nebraska Department of Education
Nutrition Services

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